

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, September 10, 2007

4:15 p.m.

Room 15, Top Floor, City Hall

ORDER OF BUSINESS:

1. Call to Order & Roll Call. The meeting was called to order at 4:19 p.m. Present: Chair Alan Kasehagen, Commissioners Gabe Garcia, Kathryn McKee, Donna Lewis and Nancy Miller, and staff member Barbara Barker.
2. Welcome and Introduction of new Civil Service Commissioner Nancy Miller. Commissioner Miller was welcomed to the Commission.
3. Opportunity for Public Comment. None
4. Closed Session - Public Employee Discipline: The Civil Service Commission will conduct a closed session pursuant to Section 54957 of the Government Code to finalize its findings regarding the discipline of five (5) Public Works employees and take action as needed. The hearing for these employees occurred on June 12 and 21, 2007. The Closed Session was cancelled since the draft report was not available.
5. Open Session: Report by the Commission regarding the findings of the five (5) Public Works employees. There was no report since the Closed Session had been cancelled.
6. Approval of Minutes from the May 14, 2007 and July 9, 2007 meetings. The minutes were approved and seconded.
7. Clarification of how employees and their representatives are notified of disciplinary proceedings. In order to provide an employee and his/her representative with ample time to meet deadlines associated with the discipline process, multiple methods of notification are to be utilized, such as the U.S. postal service, fax, hand delivery, and/or email.
8. Election of Chair and Vice-Chair. It was moved and seconded that Alan Kasehagen be re-elected as Chair and Gabe Garcia was elected as Vice-Chair.
9. Topics for the next meeting. No topics were specified.
10. Adjournment of Meeting. The meeting adjourned at 4:44 p.m.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Barbara Barker at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.